

## PREPARING PACKAGES

**Forms** - Simplify the process by using your agencies # 10 envelopes. As with the form, put your name in the upper left hand corner underneath your agency information. Provide all address information on the envelope. Please include a phone number (no P.O. Boxes). Your tracking number will be returned to you. Let us know if your agency is paying for it or recipient.

**The Box** - Choose a box with enough room for cushioning material around the contents. Sturdy paperboard or corrugated fiberboard boxes are best for weights up to 10 pounds. If you are reusing a box, totally remove or obliterate all previous labels and markings with heavy black marker.

**Mail** - Organize letters, hand written – no discount. Use true type fonts, separate windowed envelopes from typed letters.

**Cushioning** - Place the cushioning all around your item or items. You can use newspaper, "foam peanuts," or shredded paper. Close and shake the box to see if you have enough cushioning. If you hear items shifting, add more cushioning.

**Mailing Fragile Items** - Use foamed plastic or padding to protect your items, placing the cushioning inside hollow items as well. Mark the package "Fragile" or mark "Perishable" on packages that contain food or other items that can spoil.

**Mailing Heavy Items** - If you are mailing a very heavy or very dense item, start with a sturdy box, pack the contents securely with a strong material for bracing to prevent shifting, and tape all the edges with reinforced tape. Packages heavier than 70 pounds cannot be mailed.

**City, State, and ZIP Code** - To find the correct spelling of a city name or to find a ZIP Code, see the [ZIP Code Lookup](#) tool or call 1-800-ASK-USPS. Using the correct ZIP Code helps to direct your mail more efficiently and accurately.

**Drop Off** - If your package weighs less than 1 pound and you have affixed the correct postage, you can drop it into a blue collection box. If your package weighs 1 pound or more, and you have affixed postage stamps, you must hand it to your letter carrier or take it to the Post Office.

**Sealing** - Tape the opening of your box and reinforce all seams with 2-inch-wide tape. Use clear or brown packaging tape, reinforced packing tape, or paper tape. Do not use cord, string, twine, masking or cellophane tape.

**Use Labels on interdepartmental mailers, it makes it easier to identify.** Lateral Transfers -If you go from one agency to another, notify us, so that we can familiarize your name to the agency that you have moved to.

## **Providing Business Solutions for Idaho State Government**

**Mike Gwartney, Director**  
(208) 332-1824  
[mike.gwartney@adm.idaho.gov](mailto:mike.gwartney@adm.idaho.gov)

Postal Service Website:  
[http://idaweb.state.id.us/adm/purchasing/postal\\_services/](http://idaweb.state.id.us/adm/purchasing/postal_services/)  
Phone Number: 332-1950

## **HINTS TO SAVE \$\$ ON YOUR MAIL**

Central Postal services offers customers traditional mail processing services such as folding, inserting, metering, and sorting, plus a host of special services designed to save money. Inside are samples of the services we offer.

## PRODUCTION MAIL FOLDING AND INSERTING

### **Folding:**

Central Postal can fold sheets to be inserted into envelopes for mailings of 1,000 pieces or more. The folder offers you any one of four different folds for each of the most common paper sizes.

- 8 ½" by 11"
- 8 ½" by 14"
- 11" by 17"

### **Inserting:**

Central Postal has a four station inserter that can perform on-line bursting and folding (continuous form) or a single sheet folded document. This process consists of inserting tri-fold letters, post cards, return envelopes or card stock inserts. We have the capabilities of inserting up to five documents, one continuous sheet or single sheet with address, plus four added inserts. There is a minimum fee for these services. Inserting and folding jobs **must be** pre-approved to make sure material meets specifications and a time must be scheduled to do the job.

## OPTICAL CHARACTER READER (OCR) PRESORT AND BAR-CODING

Discounts are available for automated presorted mail that meets postal service requirements. Our multi-line OCR can read address, apply barcodes, and sort your mail to ensure that you get the best discount available. To take advantage of the savings, be sure to address your mail pieces using one of the following recommend typefaces:

- Courier new 12 Point
- Courier 12 Point

NOTE: The zip code must be correct. If both PO Box and street address are on the same line, mail will be delivered to the PO Box (DMM A010.5.1).

## POSITIONING

The destination address block must be more than ½ inch from both the left and right edges of the envelope and at least 5/8 inch, but no more than 2 ¾ inches from the bottom.

- Packages are sent by weight not by volume – when sending more than one shipment use different colored markers to help identify shipments for processing.
- Call Central Postal Service if you have freight going out.
- Place the country name and zip code on the last line of the address block on international mail.

## ADDRESS FORMAT FOR AUTOMATION

|                                  |                               |
|----------------------------------|-------------------------------|
| (OPTIONAL) Non-Address Data      | FELO 122-66H                  |
| (OPTIONAL) Information/Attention | HARRY FELDMAN<br>PRES         |
| Name of Recipient                | FELDMAN INSURANCE             |
| Delivery Address                 | 236 SUNSET AVE RM<br>101      |
| Post Office, State, ZIP          | LOS ANGELES, CA<br>90012-0001 |

## BULKS MAIL REQUIREMENTS

All regular rate Presorted, Automation, and Enhanced carrier Route (ECR) Standard Mail (A) must bear the "Presorted Standard" rate marking or the authorized abbreviation "PRSRT STD". The "Bulk Rate" and "BLK. RT." Markings are no longer permitted. All agency users of Permit #1 for Bulk rate mail (Standard Mail (A); this is how your permit imprint should read:

|                    |               |
|--------------------|---------------|
| PRESORTED STANDARD | PRST STD      |
| U.S. POSTAGE PAID  | U.S. POSTAGE  |
| PERMIT NO. 1       | PAID          |
| BOISE, ID          | PERMIT, NO. 1 |
|                    | BOISE, ID     |

## SORTING/ROUTING POLICY/STANDARD FORMAT

Mail coming into Central Postal Services for processing is presumed to be agency specific for state business purposes. To ensure that mail is delivered to the correct agency, we sort and route mail in the following order:

Department, Division, Bureau, 4+Digit Zip, Street Address, Person, Capitalize everything in the address, use 2 letter state abbreviations, eliminate all punctuation (except the hyphen between zip codes and plus four), use common abbreviations, use Zip + 4 codes, use only non-proportional fonts, no more than 5 lines to an address, black in on white envelope, sort postage mail by class and type such as international mail, First Class letters, Flats, (non-letter size mail), bulk mailings, rubber band all flats into groups, make sure all mail faces the same direction, leave the flaps up on letters you want us to seal and meter, and use mail trays for large quantities.

**Extra Services** - Place labels for extra services above the delivery address and to the right of the return address, or to the left of the delivery address.

**Delivery Address** - Print or type the delivery address parallel to the longest side of the package. Print or type clearly with a pen or permanent marker so that your address is legible from an arm's length away. Do not use commas or periods.